

**WARREN COUNTY COUNCIL AND COMMISSIONER MINUTES  
MONDAY JUNE 29, 2019**

The Warren County Council were sworn in by Michelle Hetrick, Clerk for their first meeting of July 2019. Present for the meeting were: John Comer, Matt Commons, Sharon Hutchison, Ethan Foxworthy, George Taylor, Neil Ellis and Lee Kay – Council and Commissioners Brian Jordan, Clay Andrews. Also, in attendance Rusty Hart, Bryan Lanham, Mitch Donis, Trena Marlatt, Jenny Hobaugh, Matt Herndon, Jesse Kerst, John Kuiper, Randy haddock, John Larson, Judge Reece.

1. The meeting was called to order by John Comer, Council President.
2. Pledge of Allegiance was led by John Comer.
3. New Business:
  - a. Meeting Agenda Approval – Sharon Hutchison made a motion to approve the agenda with a second from Ethan Foxworthy, all voted in favor.
  - b. Sharon Hutchison made a motion to approve the June 24, 2019 minutes with a second from Lee Kay, all voted in favor and the minutes were signed.
  - c. 2020 Budget – Robin Weston-Hubner, Auditor, explained the 2020 budget and revenue information. Comer explained the salary increases will be a percentage this year and discussed the health insurance budget for the County. The budget totals were discussed. Comer explained that the reassessment and election funds are rate based and can be taken from the fund balances to help with the final budget increase. Weston-Hubner explained the State budget schedule in regards to the Council approval of the County budget timeline.
  - d. Sheriff Rusty Hart – Hart presented the County Sheriff Report of Receipts and Disbursements of the commissary fund for first half of 2019. Hutchison inquired where the funds come from. Hart explained the commissary is from inmates purchasing of commissary, phone service, etc. and the funds are used to supplement the budget. Hart explained approximately \$74,000 of income this year produced by housing inmates from other counties which goes into the County General fund. Hart explained the 2020 budget request for Sheriff, Jail budgets. The Sheriff budget increased 0.3 sheriff, 0.26% Jail, 0.034 Public Safety increases which is \$15,000 sheriff, \$19,000 jail, \$10,000 public safety budget increase. Comer inquired about the increase in Sergeant pay. Hart explained the sheriff salary which is the minimum required by law. The sheriff salaries are based on a fiscal year by Statute which is 50% of the prosecutor salary. As the pay is based on fiscal year the salary is based on 6 months in 2019 increase. The sergeant salary was not increased in 2019 as position was empty 2018 and part of 2017 so he is requesting a larger increase. The difference between the deputy pay and sergeant pay is \$2,000. Hart explained that he is requesting this to have \$2,000 difference between levels. All other positions are requested at 3%. Brian Jordan explained an engineering study will be done at the jail as there are structural issues with the building. Hart explained the increased building maintenance budget in order to absorb some of the structural repairs. Commons inquired about the prisoner medical bills. Hart explained the that legislature sets how the bills and payments are made. The company that the jail is contracted with negotiates to lower the bills. Hart explained the public safety budget. The sheriff pension is increased to reflect the recommended amount of \$120,016 for which the 70% funded now and also includes the additional deputy. The SRO salary was discussed. The salary is 50% paid by the school grant and school pays 25% with \$30,000 per year from the school. Hart discussed a future upgrade for each car computer system and will be shared with Fountain County which is approximately \$15,000 our County share. Hart will present this in the coming year. The new CAD system will not require static IP in order to do away with the Modem Service. The vehicle budget is \$75,000 which will allow 2 vehicles per year, but possibly will need 3 replaced in 2021. Currently trading in with approximately 125,000 miles. Some of the lights will need to be replaced this year as well as radio equipment which is included in the budget.
  - e. EMS/Coroner – Bryan Lanham, Coroner and EMS; Mitch Donis, St Vincent and Trena Marlatt, St Vincent. Lanham presented the 2020 budget with no changes. Lanham explained the 6-month dashboard information presented. Mitch Donis explained his role such as budgetary information. Lanham introduced Trena Marlatt, Williamsport St Vincent Hospital Administrator. Mitch explained the financial statement presented as well as the 2020 budget. The budget has not been increased for 2020. Mitch explained that the personnel paramedic shortage has been an issue but with the increase in pay, we have maximized the service with new paramedics. Lanham discussed ambulance replacements. In 2021 we will need to begin the process of replacement. This replacement will allow remounting in the future with all 3 ambulances saving approximately \$80,000. The last ambulance was purchased in 2017 for approximately \$197,000. Weston-Hubner explained the addition to Public Safety budget for major repairs. The Riverboat Revenue Fund was discussed to use for the next ambulance purchase. Jordan inquired about the new equipment that was approved. Lanham explained it will be shipped in the following weeks. Lanham will arrange to have an ambulance with the new equipment at the August 26<sup>th</sup> meeting for the Council and Commissioners. There were no changes made to Coroner and EMS budgets, salaries will be discussed later in the meeting.
  - f. Highway - Jenny Hobaugh, Office Manager and Matt Herndon, Highway Supervisor presented the 2020 highway budget. Hobaugh suggested removing the \$400,000 in the 1173 highway repair and maintenance bridge repair. Jordan explained this is for bridge #36 which will be taken from the fund balance of cumulative bridge fund. Hobaugh explained the MVH restricted fund and what budgeted items can be expended from it. Weston-Hubner explained the monthly MVH disbursement is divided between the 1173 and 1176 funds. Hobaugh explained the 5% salary increase is an attempt to keep employees as highway has lost 3 employees this year alone. The hourly rate for operators is \$18.13. Eventually, the goal is to make \$20.00 hourly wage for the highway. Hobaugh stated that most employees use comp time rather than overtime pay. The maximum comp time is 40 hours. Kay stated that the courthouse deputy pay is approx. \$18 per hour currently. Herndon stated that Fountain and State are approximately \$1.00 less and Benton County \$1.00 more than Warren. Hobaugh explained they are requesting 1 new employee for 2020. At this time there are 20 employees at the highway department not including Hobaugh. Herndon explained employees must have CDL. Hobaugh explained the uniform allowance of \$2,500 was not on original request. After much discussion, the stone budget was dropped to \$700,000. Perf was increased as the percentage has not been enough for the last several years. The culvert line is increased due to taxpayers purchasing culverts and payments going into the highway general fund. Communications budget line is increased for tower rental, cell phones, ERS Maintenance agreement (radios), etc. The equipment line in the highway budget will be lowered by \$200,000 and \$100,000 added to local road and street budget. Hobaugh explained the trucks ordered in 2018 for delivery in 2019 have not been received yet so they would like to order the 2020 trucks soon. Herndon stated the new ditching machine will be here in the 4-5 weeks. The repair budget has been increased as the repairs have been lacking in previous years so trying to catch up. Herndon is looking at extended warranties for the new trucks. Jordan explained with the amount of leased equipment, the repairs should be

less eventually as well as warranties on new equipment. The Solid Waste budget in 1176 is reimbursed monthly which is all salaries. Kay inquired about the negative balance in 1173. Hobough explained this will be balanced out with 1176 funds at the end of the year as per Code once moved from 1176 to 1173 the funds cannot be moved back. Hobough salary increase is included in the Solid Waste line and she is requesting 5% rather than 3%. Weston-Hubner explained the estimates for MVH, Local Road and Street from the State. The highway estimated compared to the budget was discussed. The 2019 budget compared to the 2020 budget is \$7,000 less. The highway equipment line was decreased and the 2 new trucks to purchase will be budgeted in the economic development fund. All other lines were approved and salaries will be discussed later in the meeting.

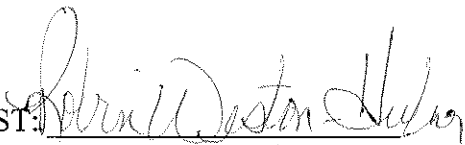
- g. Assessor and Reassessment Budgets– Jesse Kerst. Kerst explained the only change is lowering the extra help budget, increasing the assessor deputy and assessor salary lines. The reason for the increase is due to the extra help not being used as the Assessor and Deputy will do the extra work. The reassessment cash balance is \$361,897 with revenue from property taxes approximately \$132,000 per year. The 2020 requested budget is \$111,000. Weston-Hubner explained this is something that we can lower the budget and use some of the cash balance. Kerst explained the requested salary increase request. The reassessment budget was discussed and the possibility of removing the budget for 2020 using the reassessment fund balance. After much discussion, it was decided to take the reassessment budget from the fund balance for 2020.
- h. Health Insurance – Weston-Hubner explained the budget tab for the 2020 budget. Comer explained the salary increase compared to premium increase will need to be looked at. Weston-Hubner explained where in the budget that the insurance is taken from. The 2020 budget has not increased from 2019 budget, which is \$1,001,000. The council has requested a comparison for health insurance from the insurance committee. Jordan explained the June health insurance premium divides out at \$12,362 for individual, family \$31,445 per year. Jordan further explained that the insurance committee is new this year and is looking further into amounts paid by County as well as employees. The Council has suggested an outline to each employee of the benefits.
- i. Equipment Lines in all budgets – The Council has requested the computer/equipment lines change to Computer Technology.
- j. Auditor – The only increases are in the salary lines. There were no adjustments made, salaries will be reviewed later in the meeting.
- k. Treasurer – The only increase is in the salary lines to be more in line with other counties as well as county elected officials. The Treasurer's salary request was discussed. Kay stated that the Benton County Treasurer \$39,448 and Fountain County \$38,940 in 2018, Warren County is \$38,336. The county salaries were reviewed. Jordan explained Heidenreich has worked very hard at increasing the investment income for the County. There were no adjustments made, salaries will be reviewed later in the meeting.
- l. Recorder – The recorder budget was discussed with no adjustments. Salaries will be reviewed later in the meeting.
- m. Sheriff Salaries – Sharon Hutchison made a motion to increase the Sheriff salaries to 3% with the additional increase to the Sergeant salary seconded by Lee Kay, all voted in favor.
- n. Surveyor – Randy Haddock. Lee Kay stated the deputy position was part time in years prior and this position is not busy enough. Comer suggested sharing the surveyor deputy with the zoning office due to the windmills causing additional work. It was discussed adding grant writing, website coordinator, etc. Weston-Hubner explained that Karen, zoning deputy, is a key person with all transfers as well as all GIS changes. The cornerstone budget is increased by \$20,000. The wind mills will be paying for the cornerstones in ERA. The budget was discussed in depth. It was decided to cut Service of Engineer, Extra Help, Travel Expenses, Office Supplies, Gas/Oil/Seeds, steaks/markers budget lines were cut from the requested budget. Comer suggested a 3% increase in the Surveyor and Deputy Surveyor salaries. Andrews requested explanation of cornerstones for the new council members from Surveyor, Randy Haddock. Haddock explained in 1967 the State passed legislation stating cornerstones must to be done without funding and county cornerstones are 1/3 complete at this point. The cornerstones are done by Schneider Engineering. Kay inquired about the vehicle assigned to the surveyor and sell rather than spending funds on the insurance if not used. Haddock stated he does continue to use the truck. Kay inquired the possibly of using a retired highway pickup truck to replace the older surveyor truck.
- o. Assessor – The budget was discussed. The educational incentive as well as the Assessor required levels was discussed. The educational incentive moved to the reassessment budget. No other changes, salaries will be looked at later in the meeting.
- p. Prosecuting Attorney – The budget was increased in the rent line as Larson will be a full time prosecutor and before he shared the expenses when he was private practice. There were no changes to the budget, salaries will be reviewed later in the meeting.
- q. County Extension – The budget was discussed. The summer help lines were discussed. There were no adjustments made, salaries will be reviewed later in the meeting.
- r. Veteran Service Officer – The Council discussed the budget. There are 2 lines moved from the commissioners to the VSO budget soldier burial and flags/markers. Weston-Hubner explained the VSO takes care of the flags for cemeteries on Memorial Day. Kay suggested promoting the VSO on the website. There were no changes made to the budget, salaries will be reviewed later in the meeting.
- s. Council – The salaries were discussed. The commissioners suggested the 4700/4200 increase. Salaries will be discussed later in the meeting.
- t. Drainage Board – The budget was reviewed. The board members are the Commissioners. No changes made to the budget.
- u. Commissioners – The budget was reviewed. Weston-Hubner explained the budget has been adjusted with items being moved to more appropriate areas in the budget. The County Attorney line was discussed. The budget is \$40,000 with the current used at \$18,355.27 through June 2019. The phone/internet budget line was increased \$10,000 due to the need to update the internet to fiber. Hunter explained the need for the internet support with the court. The donated items were moved. Legal fees were removed. No other changes made to the budget; salaries will be reviewed later in the meeting. The longevity was increased to reflect the new proposed longevity schedule to be reviewed by the commissioners.
- v. Area Plan – The Attorney line was increased due to new attorney. Several items were removed from the budget commission conference, educational meetings, educational supplies, consulting fee. Items lowered postage, travel expenses, printing. The copier lease line was increased. No other changes to the budget, salaries will be reviewed later in the meeting. Weston-Hubner explained a new fee that she would like to add to all transfers that must be used for GIS that will help with the GIS budget. The Council questioned John Kuiper, Zoning Director, why there are lines that have not been spent from in 3 years. Kuiper explained his budget and agreed to all changes made to the budget.
- w. Prosecutor and IV-D Prosecutor – John Larson. Larson explained that due to no longer being on the public side and being a fulltime prosecutor, the office will now be fully funded by the County. Larson explained the rental budget was increased in order to cover the costs. Rental budget was increased by \$6,000. Kay explained there is a grant for

- digitalizing the records from the prosecuting attorney office. The IVD budget is 75% reimbursed by the federal government. The budget was discussed and no changes made. The salaries will be discussed later in the meeting.
- x. Circuit Court and Probation – Judge Hunter Reece. Reece explained the budget for 2020 for the circuit court. The increase in cases and arrests in 2018 is 189%, new contact with the court. Due to the increase there is more wear and tear on the courtroom as well as more hours worked. Reece explained the grants, budget work, etc. The grants are approximately \$220,000 which has decreased funds for salaries, technology, etc. from the County General. The circuit court averages approximately \$25,000 under budget. Implemented CASA for training with 14 volunteers saving \$342,000 annually. Reece explained the new fees that have been added since he took office. The new fees include \$10,125 to county general fund, tax intercept program \$4,526, criminal fees can be paid online now, work release program with user fee, initiated pretrial user fee for high risk offenders to use for public defender fees. Sheriff collects work release fees. Approximately \$134,000 in probation user fees have been collected. Reece explained a jail treatment initiative will begin in 2020, criminal rule 26 for pretrial release and pursuing \$120,000 opioid abuse grant. Criminal Rule 26 requires all criminal defendants charged with new crimes to be assessed with no cash bonds. This will result in increased manhours, supplies etc. Budget request is a cost of living increase, \$10,000 increase in pauper council, new court administrator position, all other budget items are unchanged. Reece explained the last 40 years the court has had the same amount of staff. The probation secretary has been here 30 years and in 2019 shared a full time position with the Clerk. Reece further explained 40 years ago there were only 3 sheriff deputies. The amount of employees per judge is 2.5 and most other Counties is 3.13. The neighboring counties have increased to 3 court employees. Reece explained the salary for the court administrator is split by the probation and court budgets. Reece explained the change for better security having one area called customer service which will be located in the probation area. Reece has applied for a grant to fund this if he gets the grant then good, but is requesting funding for now. Jordan inquired about the requirements for the new position. Reece explained that most likely a college education, training for probation assessment tool which will be above a regular employee but not a probation officer. Council inquired where the bond funds are place. Reece explained to the Clerk in trust. The payment from the bond funds will now be credit based rather than payment direct. The State does not want the counties running on the funds. Sharon Hutchison inquired about the furniture and fixture line request of \$3,500. After much discussion, no changes to the budget, salaries will be discussed later in the meeting.
  - y. Clerk and Election Budget, Michelle Hetrick – Hetrick has requested to added back the other ½ employee to the budget as well as increased the postage budget. If there is a shortfall in the 2019, Hetrick explained she may need an additional appropriation. Election Budget – Kay inquired about the paper ballots for elections. Hetrick explained the only paper ballots are absentee and home bound residents. Hetrick explained the increase in the budget is due to the 2020 election. Hetrick explained the changes required by 2025 will cost approximately \$200,000 and the fund balance is \$374,000. Kay inquired about the \$30,000 budget request for election support as only \$18,000 - \$19,000 have been spent in previous years. Hetrick explained GBS has a contract for \$21,000 per year for maintenance and computer tech at each election for \$3,000. The Council discussed the clerk requests. Requesting to fill the employee position that was split with the Court 2019. The Clerk has requested an increase in salary for the deputies to get more in line with the Auditor deputies. After much discussion, the council decided the workload does not support the increase. There were no adjustments made to the Clerk budget, salaries will be reviewed later in the meeting. The election budget was discussed and absentee, postage, election/Support, legal, printing, repair equip, misc disbursement were all lowered. All other lines were not changed. Election per diem was discussed with non-election year not have a per diem for the Clerk.
  - z. Community Services – Weston-Hubner explained the items are donations made to the community. There were no changes to the budget lines.
  - aa. Custodial Care – The budget was reviewed and no changes to be made, salaries will be reviewed later in the meeting.
  - bb. EMA – The budget was discussed in detail. There were several lines that were decreased such as personal equipment allowance, fees materials & training, building maintenance, small equipment. The changes were agreed to and salaries will be discussed later in the meeting.
  - cc. Highway Salaries – There was discussion concerning the base hourly salary eventually being at \$20.00/hour. There was discussion concerning the request for 1 new employee in 2020. Agreed that rather than adding another person at the beginning of the year, give more pay increase. If there is a need for another employee, it can be added later. After much discussion, it was decided to move one employee from County General to Highway and not add a new employee for 2020.
  - dd. County Farm – After much discussion, it was decided to change a few of the expense titles and leave the budget as requested. Currently the farm is a 50/50 contract.
  - ee. Animal Control – Weston-Hubner explained this item previously was in the Commissioners budget and has been moved to better track the expenditures. The kennel expenses line was lowered to \$1,000. The salary for the animal control was discussed in detail and decided to keep at \$10,000. The Council has requested a report of animals kept by the County.
  - ff. Health Department – The budget was discussed in detail. Hutchison and Jordan attend the Health Department Meetings. Jordan explained the budget has been cut over the last 5-6 years by Dr. Sharma, Director. No changes were made to the budget.
  - gg. Cumulative Bridge – The fund balance is approximately \$1,000,000. There will be bridge repair taken from this fund in 2020. The budget will remain as requested.
  - hh. County Cumulative Capital Development – The budget for capital improvement was lowered to \$100,000. The fund balance is approximately \$831,000. Jordan explained the jail repairs and skinning the EMA building are the main projects. The inside of the courthouse, if the repairs are water tight, could begin in 2020.
  - ii. Public Safety – Comer explained the public safety funding and budget. There are reimbursements which include EMA salaries, SRO officer part are reimbursed back. A line was added for the ambulance repairs of \$10,000. The EMA lines EMA Equip Repair, EMA Tech Upgrades were lowered and the EMA Sirens had \$2,000 added for the repair/maintenance. All other lines were approved and salaries will be discussed later in the meeting.
  - jj. Economic Development – The Highway Equipment was increased to \$300,000 which lowered the Highway Department budget for the 2 trucks to purchase. The fund balance is approximately \$1,000,000. All other items were approved.
  - kk. Rainy Day – Miscellaneous Disbursement was discussed and was approved at \$100,000. Weston-Hubner explained that the Council has the authority to put funds that remain in budgets in the Rainy Day fund at the beginning of each year. Current fund balance is approximately \$865,000.
  - ll. Statewide 911 – Weston-Hubner explained there will not be enough revenue to support the budget in 2020. The council has requested reports concerning budgets from Fountain County. Weston-Hubner explained a rate can be added to the LIT funding called PSAP. The funding is from the phone taxes and Warren County has the max amount currently. The budget remains as requested.
  - mm. Local Road & Street – The equipment line was discussed. The budget will remain as requested.

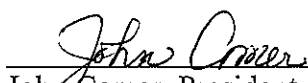
nn. Salaries –Animal Control salary of \$10,000 was discussed. After much discussion it was decided to leave the salary the same. John Kuiper, Zoning Director and Animal Control salaries are combined at \$48,947.00 total. It was decided to make the office holders closer by increasing the Clerk to \$41,517, Auditor \$41,518, Treasurer \$41,516, Assessor \$41,516 and Recorder \$39,757. After much discussion, it was decided to give 3% salary increase as the longevity will be considered. Other increases are Title IV-D and Clerical Assist in the Prosecuting Attorney budget to \$33,747. County council to \$4,700 president and \$4,200 others. County Highway 4% increase was agreed upon. Drainage Board \$2,632 x 3 and attorney 2,000. No raises for Pros Attorney, Deputy Pros Attorney, Purdue Extension Educator, Summer Assistants, Extension Custodian, EMA Director, Assist EMA Director. Jordan explained that the ADA Compliance will need to be added due to all new requirements. Lee Kay made a motion to add a line item ADA Compliance of \$5,000 seconded by Matt Commons, all voted in favor. The GIS Administrator position was discussed and possibly increase if certification is achieved. Lee Kay made a motion to add GIS Administrator of \$2,000 for Karen Brooks, Website Master of \$2,000 with a second from Ethan Foxworthy, all voted in favor. The office holder salaries were discussed.

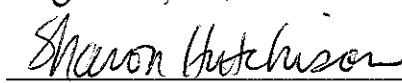
The next County Council meeting will be Monday August 5, 2019 at 4:00 p.m. and August 26, 2019 at 6:00 p.m.

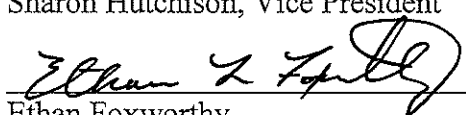
There being no further business, George Taylor made a motion to adjourn with a second from Matt Commons.

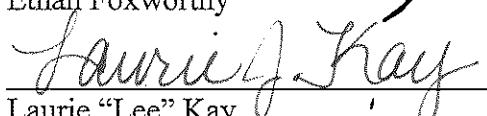
ATTEST:   
Robin Weston-Hubner


WARREN COUNTY COUNCIL


  
John Comer, President

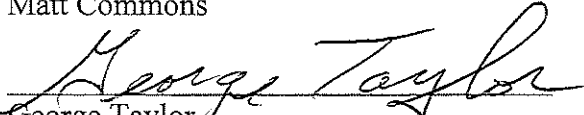
  
Sharon Hutchison, Vice President

  
Ethan Foxworthy

  
Laurie "Lee" Kay

  
Neil Ellis

  
Matt Commons

  
George Taylor